

Contracts II – IT and Pooling

Training Module

This is a guide to create and view Interruptible and Pooling contracts, view and create amendments to a contract and approve a routing on the Transco 1Line System.



Version 1.0

February 1, 2023

Table of Contents

Important Information – Please Read	3
Introduction	4
Create an IT Contract	4
Create an Amendment on IT Contract	9
IT Contract Routing Slips	10
Create a Pooling Contract	13
Pooling Contract Routing Slips	
Viewing Contracts/Amendments	20
Additional Contract Information	25
Prior Period Adjustments (PPAs)	25

Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information.

To review the tariff language specific to any topic, go to <u>Transco's Informational Postings page</u>, and select **Tariff** from the left hand navigation menu.

Introduction

Contracts are needed to transport gas on Williams Gas Pipeline-Transco. This material will show you how to create and view **Interruptible Transportation (IT)**, and **Pooling** contracts; how to create an amendment to a contract and approve a routing stop.

It is important to establish Credit prior to creating agreement.

Note: To perform an action you can use the Right Click Menu or Action Menu in the upper right corner.

Create an IT Contract

To create an IT contract, login to 1Line and follow these steps:

1. Select: Navigation > Contracts > Contracts/Amendments

and a state of the	
orts Print	Logoff
-	
P	ports Print

4

2. The Contract/Amendments page loads.

Williams.			PRE PROD							LINE
Home My Dashboard	Navigation -	+		Gas Measurement (C	6M) -	Pipelines -	Tools 🔻	Reports	Print	Logoff
Contracts/Amendments										
Contracts> Contracts/Amendmen	nts								RCTIONS	5 MENU 🗢
Filters								Add		
Svc Reg Prop:	[Rate Schedule/Service:			Rate Schedule Type	None S	Additional C	ontract Info	rmation
Delivery Zone:	None Selected		Category:	Contract V		Status		Comments		
Request/Contract Number:			Document Registry Number:			Contract Origin	None S	Delete		
Contract Type:	None Selected	~	For Date:					Edit		
				01/10/2023				Edit FOS		
Retrieve Clear								Review		
								Save		
Pate Schodules IT ICTS and		recente an	optimated daily flow volume that	t will be used for admini	etrativ	o purposos ponding	availahi	View eContr	act	

- 3. Select: Actions > Add.
 - This will take you to the **Create Contract** page, as shown below.

Williams. PRE PROD				D		
Home My Dashboard Navigation + +	Gas Measurement (GM) 👻	Pipelines -	Tools 🔻	Reports	Print	Logoff
Create Contract Contracts/Amendments > Create Contract						
Header					Coli	
* Service Requester (Prop): Contract Number: * Rate Schedule Type: None Selected * Rate Schedule/Service:	* Regulat	ory Authority: [None Selected	~		

- 1. On the **Header panel**, use the look up feature is to retrieve the following required information:
 - Service Requestor (Prop): (will default to the entity your id is tied to)
 - Rate Schedule Type: TFO
 - Rate Schedule/Service: IT
 - Regulatory Authority: 284g-Other
- 2. After the above data is filled-in, return to the create contract page>Select the Create Button.

Version 1.0

• This will take you to the Terms panel as shown below.

Home My Dashboard Navigation - +				Gas Measurement (GM) -	Pipelines - Tools -	Reports Print Logoff
Create Contract						
Contracts> Contracts/Amendments> Create Contract						NOTIONS HENU 👻
Header						COLLAPSE &
* Service Requester (Prop): 238908 GAS CUSTOMER	1LINE DUMMY	Contract Number:				
* Rate Schedule Type: TFO V		* Rate Schedule/Service: IT		* Regulatory Authority: 284g -	Other 🗸	
Clear						
Terms						COLLAPSE &
* Commence Date:	Document Expiration Date:		Or Contract Terms	I Year(s) Month(s)	Day(s)	
Delivery Zone: None Selected V			* Evergreen: Yes	Not	ification Period: 30 Day(s)	
Notification Responsibility: Either Party			Rollover Period: 30 Day(s)			
* Regulatory Authority: 284g - Other Please enter the following inform	ation if authority 284 with on Behalf of party.					
Name Of OBO Party:	Type Of OBO Party: None Selected		OBO Activity: None Selected	(Note: If required, applicable "on behalf of" letter mus	t be submitted.)	
Contact Information						
Requester ID : ASARABIA Austin Sarabia		Service Requester: 1LINE DUMMY GAS CUSTOME	R		ID: 238908	
DUNS: 123456789	Principle C	Office Location - City:			State:	
Billable Party: 1LINE DUMMY GAS CUSTOMER		ID: 238908	DUM	IS: 123456789		
Billing Contact: SSA, 1LINE DUMMY GAS CUSTOMER		City: HOUSTON	Sta	te: TX		
Address: PO BOX 1396		Zip: 77251	Count	ny: USA		
TRANSPORT SERVICES - LEVEL 13						
Phone: 7132154344		Faor	Emi	ail:		
Notices Party: 1LINE DUMMY GAS CUSTOMER		ID: 238908			DUNS: 123456789	
Notices Contacts SSA, 1LINE DUMMY GAS CUSTOMER		City: HOUSTON			State: TX	
TRANSPORT SERVICES - LEVEL 13		2.mp: //251			Country: USA	
Bhone: 7122154244		Ener			Emple	
Primeres /132134344		1 8674			Cornell:	

- 3. On the Terms panel enter in the details of the contract. The following fields will be displayed:
 - Commencement Date: the first anticipated day of flow; it should not be a day in the past
 - Document Expiration Date: should be one month from the Commencement Date, or
 - Contract terms: system calculated
 - **Note:** Fill in Document Expiration Date or Contract terms and the system will calculate the other.
 - Delivery Zone: leave this field blank
 - **Evergreen:** defaults to **Yes.** This means the contract will continue until the shipper or pipeline terminates it in writing.
 - Notification Period: defaults to 30 Days
 - Notification Responsibility: select Either Party.
 - *Rollover Period:* same as Notification Period.
 - *Regulatory Authority:* defaults to 284g Other.
- 4. Select Save.
 - The Save Action will validate contract data.
 - A contract number will be generated, a message will appear at the bottom of the screen on the left: "Save completed successfully"
 - Your contract will be saved in "Draft' status and can be modified.

- 5. After the above data is saved, you can continue creating your contract. Continue on to the Quantities-Transportation panel. Select the **'Add a Row'** icon as shown in screen below. A row appears and you will key in the following fields will be displayed:
 - Estimated Annual flow Quantity: this will be automatically calculated by 1Line.
 - Quantity Type: estimated Daily Flow Quantity.
 - Quantity: enter the volume that you anticipate flowing on a daily basis.
 - Season: Select Non-Seasonal.

me Navigation - +			easurement Tools Reports Print	Logo			
eate Contract							
ntracts> Contracts/Amendments > Create Contract Notices Party: XYZ Cor	npany	ID (Prop): 990001	ACTION: DUNS: 666777888	S MENU			
Notices Contact: Judy Hal	1	City: Houston	State: TX				
Address: 2800 Po	st Oak	Zip: 77002	Country: USA				
P.O. Box	: 1478						
Phone: 7132154	622	Fax	Email:				
uantities-Transportation			00	LLAPSE			
timated Annual Flow Qty :							
Quantity Type		Quantity*					
Estimated Daily Flow	ль у		None Selected 👻				
Select to Add a row							
or Delete a row		ш					
or Delete a row		III		LLAPSE			
or Delete a row		m.		LLAPSE			
or Delete a row		" If you would like to comments in the co	add comments, you may add mment box.	LLAPSE			
mments		" If you would like to comments in the co	add comments, you may add mment box.	LLAPSE			

- 6. Review the contract and if everything is satisfactory, Select Actions > Submit.
 - The contract will be in **Pending** status and will be processed for routing approvals.
 - You will then see this message at the bottom of the screen to the left: *Save completed successfully, and Submit completed successfully and Request (or Amendment) has been Routed.*

Home My Dashboard Navigation + +			Gas Measurement (GM) 👻	Pipelines •	Tools 👻 Rep	orts Print Log
Create Contract						
Contracts> Contracts/Amendments > Create Contract						
Header						OOLLAPSE
Service Requester (Prop): 220009 11 INE DUMMY GA	S CUSTOMER Contract Numb	vr. 9269425				
* Rate Schedule Type: TFO	* Rate Schedule/Servic	e: IT	* Regulatory Authority: 284g - 0	Other		
Terms						COLLAPSE
* Commence Date: 01/10/2023	* Document	ixpiration Date: 01/10/2024	Sy	ystem Termination Date	: 12/31/2999	
Delivery Zone: None Selected	* Even	ment: Yes	Notification Period: 30	Day(s)		
Notification Responsibility: Either Party	Rollover P	eriod: 30 Day(s)				
* Regulatory Authority: 284g - Other						
Name Of OBO Party: Type	Of OBO Party: None Selected	OBO Activity: None Selected(Note: If required, applicable "on behalf	of" letter must be submitted.)			
Contact Information						
Requester ID : ASARABIA Austin Sarabia	Service Requester : 1LINE	DUMMY GAS CUSTOMER		ID: 238	1908	
DUNS: 123456789	Principle Office Location - City:			State:		
Submit Date/Time:	WGP Affiliate: No					
Billable Party: 1LINE DUMMY GAS CUSTOMER	ID: 23890	8 DUNS: 123456789				
Billing Contact: SSA, 1LINE DUMMY GAS CUSTOMER	City: HOUS	TON State: TX				
Address: PO BOX 1396	Zip: 77251	Country: USA				
TRANSPORT SERVICES - LEVEL 13						
Phone: 7132154344	Fax	Email:				
Notices Party: 1LINE DUMMY GAS CUSTOMER	ID: 23890	8		DUNS: 123	456789	
Notices Contact: SSA, 1LINE DUMMY GAS CUSTOMER	City: HOUS	ON		State: TX		
Address: PO BOX 1396	Zip: 77251			Country: USA		
TRANSPORT SERVICES - LEVEL 13						
Phone: 7132154344	Faxo			Email:		
Quantities.Transportation						COLLAPSE
Estimated Annual Flow Oty 1 7,300,000 dt						
Guantity Type		Quantity		Sesson		
Quantity Type		Quantity		3646011		
ave completed successfully.						

Note: A routing slip is created when the contract is submitted. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is a contract awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.

Willian	ns.		🔁 Tra	aining	一次日				LINE
Home Nav	vigation 🔻 🕂 +				Measurem	ent Tool	s 🔻 Reports	Print	Logoff
Contracts/Am	endments						6		
Contracts> Contr	acts/Amendments								IS MENU 🗢
Filters							Add)
							Additional Contra	ct Informatio	on
Svc Req Prop:	990001			Rate Schedule Type:	None Selected 👻	Deliverya	Comments		
	LDC Company						Delete		
Category:	Contract -	Status:	ACTIVE	✓ Request/Contract Number:		Contract O	Edit		
Contract Type:	None Selected	• For Date:	10/17/2012				Review		
Retrieve	Clear								
Reneve	Cicar								
ate Schedule	s IT. ICTS and IDLS	volume represents an estimate	ed daily flow volu	me that will be used for adm	inistrative purposes i	ending av	ailability of actua	al flow vol	lumes.

Action Menu Functionality

- Add The user can add a new contract or a new amendment for a contract.
- Additional Contract Information the page will display additional contract information page.
- **Comments** a modal page popup and displays all the existing comments of a contract and user can add a new comment.
- **Delete** only draft contract or draft amendment can be deleted.
- Edit The user can select a contract or amendment record to edit the contract or the amendment.
- **Review** The user can select a contract or amendment record for review.

Create an Amendment on IT Contract

1. To amend a contract, **Selec**t the contract from the **Contracts/Amendments page** and select **Add** from the Action Menu.

Williams.	ROD									1ME
Home My Dashboard Navigation - +						Gas Measurement (GM)) - Pipelines -	Tools 👻	Reports Pri	int Logoff
Contracts/Amendments × Routing Slips ×										
Contracts> Contracts/Amendments									7	TIONS ME
Filters								-	Add	\sim
Svc Req Prop:			Rate Schedule/Service:			Rate Schedule Typ	None Selected	▼	Additional Contract	Information
DeliveryZone: None Selected			Category:	None Selected	~	State	None Selected	▼	Comments	
Request/Contract Number: 9268435		De	cument Registry Number:			Contract Orig	in: None Selected		-dit	
Contract Type: None Selected V			For Date:	01/10/2023					Edit FOS	
Retrieve									Review	
Nonvo Oldar								1	Save	
Download Include Nested					Search succ	essfully completed. Records found: 1			/iew eContract	
O Contract ID 🗘 Category 🗘 Service Requester ID 🇘 Service Requester Name	Rate Schedule/Service	Contract Origin 🖕	Contract Type 🍦	Status 🧅	Commence Date 🍦	Document Expiration Date	Delivery Zone 🍦	Maximum	n Contract Qty (d	it)* 🔶 👘
9268435 Contract 238908 1LINE DUMMY GAS CUSTO	MER IT	Original	None	ACTIVE	01/10/2023	01/10/2024			20,000	
*Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be use	d for administrative purposes pending a	vailability of actual flow vo	lumes.							

2. Enter the necessary information in Create Amendment header panel, Select the Create Button. The effective and termination date on the header is the term of the amendment not the contract.

	Williams.			dice P	PRE PROD			i, ii					CĮ.		INE
Ho	me My Dashboard N	Navigation -	+						as Measurement	(GM) 🔻	Pipelines -	Tools 🔻	Reports	Print	Logoff
c	eate Amendment X Routi	ing Slips 🗙						~							
c	ontracts> Contracts/Amendments	5 > Create Ame	ndment												
Н	eader													COLL	APSE A
		Service Req	uester (Prop): 2389	08			Contract N	umber: 92	68435						
	Change Commencement Dat	te of Contract:	No 🗸		d	hange Document Expira	ation Date of Contract:	No 🗸			Change Sys	stem Terminati	on Date of Cont	ract: No	•
		* Effective:	01/10/2023				* Termination:	12/31/299	99						
	Is This	forrection?:	No 🗸												
	Create														

Williams.	PI PF						ľ,	LINE
Home My Dashboard Navigation -	+		Gas Measureme	nt (GM) 👻	Pipelines 👻 🛛 Ti	ools 👻 Repor	ts Print	Logoff
Create Amendment								ni richi anno 1142 ng
Contracts> Contracts/Amendments > Create Am	endment						ACTIONS	S MENU 🗢
Header						Save		1
Comice Poo	unter (Dep): 228909	Contract N	humbon 9269425			Subm	i 🧲	_
	dester (Prop): 236506	d p is in p fait	umber: 5266435		d			
Change Commencement Date of Contract:	No V	Change Document Expiration Date of Contract:	No V		Change System	Termination Date of	Contract: No	~
Enecuve:	01/10/2023	Terminauon;	12/31/2999			300	mit Date:	
Is This a Correction?:	No 🗸	Amendment Status:	DRAFT			Amendm	ent Type:	
Terms							COLL	LAPSE D
Commence Date:	01/10/2023	Document Expiration Date: 01/10/20	124		System Terminatio	n Date: 12/31/299	9	
Rate Schedule/Service:	т	Delivery Zone: None	Selected V		* Everg	reen: Yes 🗸		
Notification Period:	30 Day(s) 🗸	Notification Responsibility: Either	Party 🗸		Rollover P	eriod: 30	Day(s)	~
* Regulatory Authority	: 284g - Other 🔹 Please ente	er the following information if authority 284 wit	h on Behalf of party.					
Name Of OBO Party	:	Type Of OBO Party: None Selected		OBO Activity:	None Selected behalf of" letter mu	✓ (Note: If re ust be submitted.)	quired, applica	able "on
Contact Information								
Requester ID :	ASARABIA Austin Sarabia	Service Requester :	1LINE DUMMY GAS CUST	OMER			ID:	238908
DUNS:	123456789	Principle Office Location - City:					State:	
Billable Party:	1LINE DUMMY GAS CUSTOMER	ID: 2389	08	DUNS:	123456789			
Riling Contacti	COA THIRD THIRDY PACE THOTAME		× 17 301	Chatar	1 *			

3. Enter your changes to the contract and select **Submit** from the action menu.

A routing approvals slip is created the moment the contract is amended. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is an amendment awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.

IT Contract Routing Slips

The following **Routing Slips** must be approved by the relevant parties before the contract can be used.

- **Review**: Commercial Services Rep assigned to BA conducts initial review of contract.
- **Treasury:** Checks for credit worthiness.
- Shipper Execute: Contract is routed to the customer for review and approval.
- **Pipeline Execute:** Commercial Services Rep checks contract once more.
- Activate: 1Line processes the contract into Active status.

When notified that the contract is ready to execute, login to 1Line, and follow these steps:

- 1. Select: Navigation > Contracts > Routing Slips.
- 2. Once the **Routing Slips** page displays, filter as needed and **Select Retrieve** to display any contract or amendment pending your approval.

- 3. Select Service Request or Amendment>Action>Review to review the details of the selected contract or amendment before approval. At this point you can check the details of the contract or amendment to confirm data before you approve the stop. Click on the Routing Slips breadcrumb to return to Routing Slips.
- 4. Expand the open routing slip associated with the Service Request or Amendment selected by using the + sign to see the routing slip information.
- 5. To approve, **Select the Stop** and **Select Actions> Approve** from the Right Click or Action Menu.

Williams.		Tra	aining						RC		
Home Navigation +		~~~					Measur	ement Tools	▼ Rep	ports Print	Logof
Routing Slips											
Contracts> Routing Slips									Approve	ACTIC	ONS MENU =
Filters									Comments		
Request Type: ALL	XYZ LDC Compan	у	Rou	iting Date	Status: Open Begin:			Contract Numb	Reject Review		
Retrieve Clear Download						Search su	iccessfully comple	eted. Records foun	d: 1		
Service Requester Name 🗘 WGP Affiliate	Reques	st Type	Rate Sched	I ()	Contract/Amend	dment Discour	nt/Discount Type	Routing Slip Be	gin Date	Routing Statu	IS 🖕
XYZ LDC Company/990001 No	Amendment	8	п		3000023 / 1			10/10/2012	0	pen	
Stop Name Responsible Party	Due Date	Create	e Date	Res	ponse Date	Status	User ID	Route	Sequence	Number	
Shipper Execute Shipper Route	10/12/2012 1	0/10/2012 10:28:	:01	10/10/2013	2	Approved	UE01701	30			

6. The routing stop now displays Approved Status. The next Transco Responsible Party will be notified.

Will	liams.					3	5 Tr	aining			1					
me	Navigation	- +			X		All Minerona				49		Measure	ement Tools	5 ▼ F	Reports Print
uting	Slips															
itra cts	s> Routing Slips															ACTIONS
ers															Approv	e 974
															Reject	15
	Service Req	Request uester (F	Prop): 990001		wxyz L	DC Comp	any	Ro	outing Dat	e Begin:	n	•		Contract Numb	Review	
Retri own	eve I	Clear]									Search su	ccessfully comple	eted. Records four	1d: 1	
	0	Servio N	ce Requester lame	WGP Affiliat	e 4	Requ	est Type 🍵	Rate Sche	d Ĵ	Contract/Ar	mendment	Discoun	t/Discount Type	Routing Slip B	egin Date	Routing Status
		XYZ LDC	Company/990001	No		Amendme	ent	π		3000023 / 1				10/10/2012		Open
							1		1				1	-		
	Stop Name	9	Respons	ible Party	Due	e Date	Crea	ite Date	Re	sponse Date	5	Status	User ID	Route	Sequend	ce Number

Action Menu Functionality

- **Approve** The user can add a new contract or a new amendment for a contract.
- **Comments** a modal window will popup and displays all the existing comments, and user can add a new comment.
- **Reject** a page will pop up with two options; reject slip and revised pending contract or reject slip and reject pending contract.
- **Review** The user can select a slip record for review.

Create a Pooling Contract

To create a POOLING contract, login to 1Line and follow these steps:

1. Select: Navigation > Contracts > Contracts/Amendments



2. The Contract/Amendments page loads.

Williams.						国家				
Home My Dashboard	Navigation -	+		Gas Measurement (GM) -	Pipelines -	Tools -	Reports	Print	Logoff
Contracts/Amendments										
Contracts> Contracts/Amendme	nts								ACTIONS	S MENU 🗢
Filters								Add		
Svc Req Prop:	(r		Rate Schedule/Service:			Rate Schedule Type	≥: None S	Additional C	ontract Info	ormation
Delivery Zone:	None Selected	_	Category:	Contract V		Statu	S: ACTIVE	Comments	_	
Request/Contract Number:			Document Registry Number:	[]		Contract Origin	None S	Delete		
Contract Type:	None Selected	~	For Date:	04/40/2022				Edit		
	<u></u>			01/10/2023	Lines .			Edit FOS		
Retrieve Clear								Review		
								Save		
Data Cabadulas IT ICTC and	IDI 6 volume ren		actimated daily flaw values that					View eContr	act	

3. Select: Actions > Add.

• This will take you to the **Create Contract** page, as shown below.

TSP/Prep/Name/ID: Transco - 007933021 XY2 LDC Company	LVIII	A. Walleck	Line System	Fime 10:3	
Home My Dashboard Navigation - +	Measurement	Tools 🔻	Reports	Print	Logoff
Create Contract Contracts <u>Contracts/Amendments</u> > Create Contract Header				001	LAPSE A
Service Requester (Prop): 990001 Generation Contract Number: Rate Schedule Type: POOL Rate Schedule/Service: ITPOOL Clear	* Regulatory Authority:	None Selecte	ed		

- 4. On the **Header panel**, use the look up feature \square to retrieve the following required information:
 - Service Requestor (Prop): (will default to the entity your id is tied to)
 - Rate Schedule Type: POOL
 - Rate Schedule/Service: ITPOOL or FTPOOL
 - Regulatory Authority: None Selected
- 5. After the above data is filled-in, select the **Create Button.**

This will take you to the Terms panel as shown below.

Williams.	Training	
Home Navigation +		Measurement Tools ▼ Reports Print Logoff
Create Contract		
Contracts> Contracts/Amendments > Create Contract		
Header		Save
	a	Submit
" Service Requester (Prop): 990001 X12 LDC	Company Contract Number: 9129264	
* Rate Schedule Type: POOL	* Rate Schedule/Service: ITPOOL	* Regulatory Authority: 284g - Other
Terms		COLLAPSE &
* Commence Date: 11/01/2012	* Document Expiration Date: 11/30/2012 Or	Contract Terms: 0 Years 1 Months 0 Days
	* Evergreen: Yes	Notification Period: 30 Days
Notification Responsibility: Either Party	▼ Rollover Period: 30 Days ▼	
* Regulatory Authority: 284g - Other		
Contact Information		
Requester ID: UE01701 Lynn A. W	alleck Service Requester: XYZ Compan	ID (Prop): 990001
DUNS: 666777888	Principle Office Location - City:	State:
Billable Party: XYZ Company	ID (Prop): 990001	DUNS: 666777888
Billing Contact: Judy Hall	City: Houston	State: TX
Address: 2800 Post Oak	Zip: 77002	Country: USA
P.O. Box 1478		
Phone: 713-215-4622	Fax:	Email:
Notices Party: XYZ Company	ID (Prop): 990001	DUNS: 666777888
Notices Contact: Judy Hall	City: Houston	State: TX
Address: 2800 Post Oak	Zip: 77002	Country: USA
P.O. Box 1478		
Save completed successfully.		

6. On the Terms panel enter in the details of the contract. The following fields will be displayed:

- Commencement Date: the first anticipated day of flow; it should not be a day in the past.
- **Document Expiration Date:** should be one month from the Commencement Date, or
- **Contract terms:** system calculated, Fill in Document Expiration Date or Contract terms and the system will calculate the other.
- **Evergreen:** defaults to **Yes.** This means the contract will continue until the shipper or pipeline terminates it in writing.
- **Notification Period: 30 Days (Recommended)** Type 30 in the first blank text box, and then select Days from the dropdown.
- Notification Responsibility: select Either Party.
- *Rollover Period:* same as Notification Period.
- *Regulatory Authority:* defaults to 284g Other.

illiams.	Training				1
Navigation - +		·	Measurement	Tools ▼ Reports	Print L
e Contract					
ts> <u>Contracts/Amendments</u> >	Create Contract				
ions					COLLAR
	Locations				
ID (Prop)	Name	State	County (Pro	p) Zone	Line ID
1000007	POOLING-STATION 30			1	
1000026	POOLING-STATION 45			2	
1000040	POOLING-STATION 50			3	
1000065	POOLING-STATION 65			3	
1000762	POOLING-STATION 62			3	
1000105	POOLING-STATION 85 - ZONE 4			4	
1000120	POOLING-STATION 165			5	
1000139					
1000139	POOLING-STATION 210			6	

7. Select Save.

- The Save Action will validate contract data.
 - a. A contract number will be generated, then you will see this message at the bottom of the screen on the left: "Save completed successfully"
 - b. Your contract will be saved in "Draft' status and can be modified.
- 8. If you would like to add comments, you may add Comments in the comments panel.
- 9. Review the contract and if everything is satisfactory, select **Actions > Submit**.
 - a. The contract will be in **Pending** status and will be processed for routing approvals.
 - b. A message will appear at the bottom of the screen to the left: Save completed successfully, and Submit completed successfully and Request (or Amendment) has been Routed.

illiams.	Training					1
Navigation 👻 +			Measurement	Tools - Re	ports	Print L
e Contract	2					
cts> <u>Contracts/Amendments</u> > (Ireate Contract					
tions						COLLAR
	Locations					
ID (Prop)	Name	State	County (Pro	op) Z	one	Line ID
1000007	POOLING-STATION 30				1	
1000026	POOLING-STATION 45				2	
1000040	POOLING-STATION 50				3	
1000065	POOLING-STATION 65				3	
1000762	POOLING-STATION 62				3	
1000105	POOLING-STATION 85 - ZONE 4				4	
1000139	POOLING-STATION 165				5	
	POOLING-STATION 210				6	
1000178						

Note: A routing approvals slip is created the moment the contract is submitted. The person(s) with the **Contracts Execute** role will receive an email from 1Line informing them that there is a contract awaiting their approval. The shipper will only see the 'Shipper Execute Stop'.

William	ns.	1 T ATE LOC COMPANY	🕸 Traini	ing				1
Home Nav	vigation 🔻 🛛 +				Measureme	ent Tool	s 🔻 Reports	Print Logoff
Contracts/Am	endments							1
Contracts> Contr Filters	racts/Amendments						Add Additional Contrac	ACTIONS MENU
Svc Req Prop:	990001	XYZ Rate Schedule/Service:		Rate Schedule Type:	None Selected 🔻	Delivery	Comments	
Category:	LDC Company Contract -	Status:	ACTIVE -	Request/Contract Number:		Contract O	Edit	-
Contract Type:	None Selected	▼ For Date:	10/17/2012				Review	
Retrieve Rate Schedule	Clear	volume represents an estimat	ed daily flow volume that	at will be used for admi	nistrative purposes p	ending av	ailability of actua	l flow volumes.

Action Menu Functionality:

- Add The user can add a new contract or a new amendment for a contract.
- Additional Contract Information the page will display additional contract information page.
- **Comments** a popup box will display all the existing comments of a contract and user can add a new comment.
- **Delete** only draft contract or draft amendment can be deleted.
- Edit The user can select a contract or amendment record to edit the contract or the amendment.
- **Review** The user can select a contract or amendment record for review.

Pooling Contract Routing Slips

The following **Routing Stops** must be approved by the relevant parties before the contract can be used:

- **Review**: TS Rep assigned to BA conducts initial review of contract.
- **Shipper Execute**: Contract is routed to the customer for review and approval.
- **Pipeline Execute**: TS Rep checks contract once more.
- **Activate**: 1Line processes the contract into Active status.

When notified that the contract is ready to execute, login to 1Line, and follow these steps:

- 1. Select: Navigation > Contracts > Routing Slips.
- 2. Once the **Routing Slips** page displays, filter as needed and **Select Retrieve** to display any contract or amendment pending your approval.

Version 1.0

- 3. Select **Contract>Action>Review** to review the details of the selected contract before approval. At this point you can check the details of the contract to confirm data before you approve the stop. Click the Routing Slips link to return to Routing Slips.
- 4. Expand the open routing slip associated with the Service Request selected by using the + sign to see the routing slip information.
- 5. To approve, **Select the Stop** and **Select Actions> Approve by either using a** Right Click on the highlighted line or by selecting the Actions Menu.

Williams.			North State	1	tr	aining	活到				
Iome Navigatid	on • +	3 V		<u> </u>				Sunda	Measure	ement Tools • R	teports Print Lo
Routing Slips 🗙	Contracts/Ar	nendments X									
Contracts> Routing Sli	ips									Approve	ACTIONS MEN
Filters										Commen	ts
	Request	Type: ALL					Status: Open	•		Contract Numb	
Service R	lequester (I	Prop): 990001		XYZ LDC Compa	ny	Routing I	Date Begin:			Er	
Download		,						Search suc	ccessfully comple	ted. Records found: 1	
0	Servi	ce Requester lame	WGP Affiliate	Reque	st Type 🌷	Rate Sched 🏮	Contract/Amendment	Discount	/Discount Type	Routing Slip Begin Date	Routing Status
	XYZ LDC	Company/990001	No	Amendmer	nt	ITPOOL	3000038/2			10/12/2012	Open
Stop Na	ime	Respon	sible Party	Due Date	Cr	eate Date	Response Date	Status	User ID	Route Sequence	e Number
Shipper Execute		Shipper Route		10/15/2012	10/12/2012 0	8:48:00	Op	ien		20	

6. The routing stop now displays Approved Status. The next Transco Responsible Party will be notified.

Williams.				L Tr	aining				_ <u>sill</u>		
me Navigatio	n * +		× (*						Measur	ement Tools -	Reports Print
uting Slips 🗙	Contracts/Amendments 🗙										
tracts> Routing Sli	ps										ACTIONS
ers										Appro	ove
										Com	
Service R	equester (Prop): 990001		I LDC Compan	y	Ro	outing Date I	Begin:			Er	W
ownload								Approve	routing stop is suc	cessful.	
0	Service Requester	WGP Affiliate	Reques	t Туре 🌷	Rate Sche	d 🖕	Contract/Amendm	ent Discour	nt/Discount Type	Routing Slip Begin Da	te Routing Status
	XYZ LDC Company/990001	No	Amendment		ITPOOL	3	000038/2		_	10/12/2012	Open
Stop Na	me Respon	sible Party	Due Date	Crea	te Date	Resp	onse Date	Status	User ID	Route Seque	nce Number
New York Control of the		1014	E/2042 4	1/12/2012 08:4	8.00	40/42/2042	A1	proved	11504704	20	
Shipper Execute	Shipper Route	10/13	512012 1	ATELETE COTT	0.00	10/12/2012	-	proveu	0201701	20	

Action Menu Functionality

- **Approve** The user can approve a new contract or a new amendment for a contract.
- **Comments** a window will pop up and displays all the existing comments, and user can add a new comment.
- **Reject** a page will pop up with two options; reject slip and revised pending contract or reject slip and reject pending contract.
- **Review** The user can select a slip record for review.

For more information on Pooling contracts, please contact your Commerical Services Representative.

Viewing Contracts/Amendments

Contracts and Amendments are viewed and processed in a one-page format.

To retrieve a contract and its amendments navigate to: **Contracts>Contracts/Amendments** from the customer activities home page.

Filter data as needed> Retrieve>Select.

Home Navig	gation 👻 🔸				N412 1631 /		~~~~~	M	easurement To	ools 👻 Report	s Print Logoff
Contracts/Amend	iments										
Contracts> Contra	icts/Amendments										ACTIONS MENU -
Filters											COLLAPSE @
2											
Svc Req Prop:	990001		Company Rat	e Schedule/Service:	IТ 🚥	Rate	e Schedule Type:	None Selected 👻	Delivery Zon	e: None Selected	•
Category:	Contract 🔹			Status:	ACTIVE	▼ Request/Co	ontract Number:		Contract Origi	n: None Selected	•
Contract Type:	None Selected	•		For Date:	10/11/2012						
Retrieve	Clear										
Download								Search successfully	completed. Records	found: 1	
0	Contract ID 🏮	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)*
0	3000023	Contract	XYZ LDC Company	п	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000
'Rate Schedules l'	Rate Schedules IT, ICTS and IDLS volume represents an estimated daily flow volume that will be used for administrative purposes pending availability of actual flow volumes.										

To **View** contract details: **Select** the contract row> **Review** from the Action menu.

Villiams			Seran dice	Ð	Training	57 E	副				
ne Navig	ation - +					1000		Me	easurement T	ools - Report	s Print Lo
tracts/Amend	ments										
tracts> Contra	cts/Amendments										ACTIONS MEN
ers										Add	
13										Additional Cont	ract Information
c Req Prop:	990001	WXXZ LDC	Company Rat	e Schedule/Service:	IT	Rate	Schedule Type:	None Selected 👻	Delivery Zon	Comments	_//
Category:	Contract -		Company	Status:	ACTIVE		ontract Number:		Contract Origi	Delete	\swarrow
nbract Type:	None Selected			For Date:						Edit	5
					10/11/2012					Review	
letrieve	Clear										
								Course and the	and the design of the second sec	formation of	
ownload								Search successfully	completed. Records	Tound: 1	
			Service	Pate					Document		Maximum
			Requester Name	Schedule/Service	Contract Origin	Contract Type		Commence Date	Expiration Date		Contract Qty (dt
0	Contract ID	Category	-	0		-	Status	Ç.		Delivery Zone	÷
	3000023	Contract	XYZ LDC Company	п	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000
		1990 B. 1990 B. 1990	- And	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	1000 C		And the second	11949603095000	and the second		

You will be able to view selected contract. To return to the Contracts/Amendments page, click the Contracts/Amendments link.

Nome Navigation -	Traini	ng	Masurenett Tools - Reports Print Logoff
View Contract			
Contracte: Contracte/Amendments > Visite Contract			
For Date: 10/11/2012			
Retrieve			
Header			COLLAPSE A
* Service Requester (Prop): 990001 XX	Z LDC Company Contract N	mber: 3000023	
* Rate Schedule Type: TFO	* Rate Schedule/Sr	arvice: IT	* Regulatory Authority: 284g - Other
Torms			COLL DEST. O
Termo			
Commence Date: 08/17/1987 System Termination Date: 12/31/2999		Document Expiration Date: 08/16/1989	
Delivery Zone: None Selecte	d		* Evergreen: Yes
Notification Period: 30 Days	Noti	fication Responsibility: Either Party	Rollover Period: 30 Days
* Regulatory Authority: 284g - Othe	r		
Name Of OBO Party:	Type Of OBO Party: None Selected	OBO Activity: None Select submitted.	ted(Note: If required, applicable "on behalf of" letter must be)
Will any requested Location (receipt or delivery facility	ty) require the installation or modification of th	at facility or a related facility before the transp	orter will be able to provide the requested service? No
Contact Information			
Requester ID: ISBAYCH VIC	KI HUANG	Service Requester: XYZ Company Detected Office Location - Obs	ID (Prop): 990001
Submit Date/Time: 10/22/2002	00:00	WGP Affiliate: No	- Charles
Billable Party: XYZ Compan	IV	ID (Prop): 990001	DUNS: 666777888
Billing Contact: Judy Hall		Gity: Houston	State: TX
Address: 2800 Post Oa	ak	Zip: 77002	Country: USA
P.O. Box 147	/8		
Phone: 713-215-462	12	Fax:	Email:
Notices Party: XYZ Compan	IY	ID (Prop): 990001	DUNS: 666777888
Notices Contact: Judy Hall		City: Houston	State: TX
Address: 2800 Post Or	ak	Zip: 77002	Country: USA
P.O. Box 147	78		
Done			🗣 Local intranet Protected Mode: On 🛛 🖓 👻 🔍 100% 👻

To view amendments for the selected contract, expand the contract row by using the + button.

me Navi	igation - +			*				Me	easurement To	ols - Reports	s Print Log
ntracts> Contra	acts/Amendments										ACTIONS MENU
ers											COLLAPS
ivc Req Prop:	990001		Company Rat	e Schedule/Service:	іт 🔤	Rate	e Schedule Type:	None Selected 👻	Delivery Zone	None Selected	-
Category:	None Selected 👻			Status:	None Selected		ontract Number:	3000023	Contract Origin	None Selected	•
ntract Type:	None Selected	•		For Date:							
ownload			Service	Rate					Document	ound. T	Maximum
<u> </u>	Contract ID	Category	Requester Name	Schedule/Service	Contract Origin	Contract Type	Status 🤶	Commence Date	Expiration Date	Delivery Zone 🏮	Contract Qty (dt)
	3000023	Contract	XYZ LDC Company	π	Original	None	ACTIVE	08/17/1987	08/16/1989		339,000
Schedules	IT, ICTS and IDLS vo	lume represents	an estimated daily	flow volume that v	vill be used for ad	ministrative purpos	ses pending av	ailability of actual flov	v volumes.		

The contract amendment list shows the most recent amendment. Amendment 0 is the original contract as it was before amendments.

To view a contract amendment, highlight the amendment row and select Review from the Actions Menu.

Version 1.0

Home Nav	igation 🔻 +					Jew		M	easurement T	ools 👻 Report	ts Print Lo
Contracts/Ame	ndments										
Contracts> Cont	racts/Amendments									Add	ACTIONS MEN
ilters										Additional Cont	tract Information
Svc Req Prop:	990001	WXYZ LDC	Company Rat	e Schedule/Service:	гт	Rate	Schedule Type: N	one Selected 🔻	Delivery Zon	e: Comments	
Category	Contract -			Status:	ACTIVE		ntract Number:		Contract Origi	in:	
Contract Type:	None Selected	•		For Date:	10/11/2012					Review	
Retrieve	Clear									Keview	
Retrieve Download	Clear Contract ID	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)
Retrieve Download	Clear Contract ID	Category Contract	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status CTIVE	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt)
Retrieve Download	Clear Contract ID 3000023 ment Number	Category Contract	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt) 339,000 mendment
Retrieve Download Amend	Clear Contract ID 3000023 ment Number	Category Contract Contract Effective D 10/01/201	Service Requester Name XYZ LDC Company ate Ter 2	Rate Schedule/Service T mination Date 12/31/2999	Contract Origin Original Amendm SHIPPER	Contract Type None ent Status EXECUTED	Status ACTIVE Submit Date 10/10/2012	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt) 339,000 mendment

This page shows highlighted changes from the previous amendment. The yellow highlights indicate the item was either changed or added. To return to the Contracts/Amendments page, click the Contracts/Amendments link.

Williams.	Training		
me Navigation - +		Meas	surement Tools - Reports Print Logoff
iew Amendment			
ontracts> Contracts/Amendments > View Amendment			
eader			COLLAPSE A
Service Requester (Prop): 990001	Contract Number	# 3000023	Amendment: 1
Change Commencement Date of Contract: No Change D	ocument Expiration Date of Contract: No	Change System Termination	Date of Contract: No
* Effective: 10/01/2012	* Termination: 12/31/2999		Submit Date: 10/10/2012
Is This a Correction ?: No	Amendment Status: SHIPPER EXECUTED	A	mendment Type: Quantity Amendment
uantities-Transportation			COLLAPSE (A)
stimated Annual Flow Qty: 127,750,000 dt			
Quantity Type		luantity*	Season
Estimated Daily Flow Qty		350,000	Non-Seasonal
or this rate schedule, the volume represents an estimated daily flow	volume that will be used for administrative purposes per	ding availability of actual flow volum	IES.

To view Additional Contract Information>Select>Action>Additional Contract Information for selected contract.

Williams				Ð	Training						
ome Navig	ation +					- And		Me	easurement T	ools • Report	s Print Lo
Contracts/Amend	iments										
ontracts> Contra	ds/Amendments									Add	ACTIONS MEN
ilters									^	Additional Cont	ract Information
Svc Reg Prop:			Bat	e Schedule/Service:		Rate	Schedule Type:	Nasa Calastad	Delivery Zon	Comments	
Catagona	990001	WXYZ LDC	Company	Spheri		Pormort/Co	when the Number	None Selected •	Contract Origin	Delete	
category.	Contract +	_		Status,	ACTIVE	 Request/co 	accidinger.		condactorigi	Edit	
Contract Type:	None Selected			For Date:	10/11/2012					Review	
Retrieve	Clear	Category	Service Requester Name	Rate Schedule/Service	Contract Origin	Contract Type	Status	Commence Date	Document Expiration Date	Delivery Zone	Maximum Contract Qty (dt
v	3000023	Contract	XYZ LDC Company	π	Original	None	ACTIVE	08/17/1987	08/16/1989		339.000
	2000000000		A CONTRACTOR OF CONTRACTOR		ALC: NOT ALC	10000			1.0000000000000000000000000000000000000		

William	5.		2 LUC Company) Tra	ining			ME			Line System Time 5:34F
me Navi	igation 🔻	+									Measurement	Tools 🔻	Reports Print
ditional Inform	nation							-				and Paral Constants	
ntracts> <u>Contr</u>	acts/Amendmen	nts > Additiona	I Information										
ters													COLLF
ervice Request equest/Contra minience Dab ir Date: 10/1	er: XYZ LDC (act Number: 30 e: 08/17/198 1/2012	Company 991 100023 7	0001					Contract Typ Contract Ori System Tern Rate Schedu	me: None gin: Original nination Date: 12, Jle∕Service: IT	/31/2999			
Retrieve ntract Indic	ators												COLL
Download	4					Elect To	Contract Base	Index Base	Negotiated	Lump		Point	Current Month
Effective Date	Credit Status	PPA Include	Override	Amendable	Tradeable	Allocate	Rate	Rate	Rate	Sum	Rereleasable	Substitution	Cashout

Additional Contract Information

Various **contract indicators** are associated to a contract when it is set up in the 1Line system.

Once a contract is approved, the 1Line system automatically sets the **PPA Included** contract indicator to **YES**, **pursuant to the Tariff**. This indicator affects how prior period adjustments on the contract are handled in 1Line with respect to trading and cash out.

Prior Period Adjustments (PPAs)

The **PPA Included** indicator is used to specify the customer's election related to managing prior period adjustments. The two options are explained here:

- 1. Setting the **PPA Included** indicator to **Yes** will ensure that imbalances resulting from prior period adjustments are included with the current month tradable imbalance and then cashed out at the current month price.
- 2. A **PPA Included** indicator of **No** will cause imbalances resulting from prior period adjustments to be held separately (not tradable) and cashed out following the procedures listed below:
 - PPAs that reduce the imbalance will have the imbalance recalculated reducing the highest billed tier first and progressing through lower tiers until the entire difference has been allocated.
 - PPAs that increase the imbalance will be cashed out at the highest priced tier originally billed.
 - PPAs that change the imbalance direction (DF to DT or DT to DF) will have the difference cashed out at the average of the weekly Reference Spot Prices applicable to that month.

To change the Indicator an e-mail requesting this change must be sent to a Commerical Services Representative prior to the first of the month for which it is to be changed. The Indicator setting will apply to any PPAs that are made during that month, regardless of the original production month. The default is **Yes** (include PPAs in the current month imbalance).

The table below summarizes the implications of the **PPA Included** contract indicator setting (Y or N).

Area Affected by the Indicator	PPA Indicator = Y	PPA Indicator = N
Imbalances	Imbalance Trading of PPA quantities allowed.	Imbalance Trading of PPA quantities <u>NOT</u> allowed.
Cash out	Cash out PPA quantities at current month price.	Cash out PPA quantities at prices that are dependent on whether the imbalance is reduced or increased (see General Terms and Conditions, Section 25.2 of Transco's FERC Gas Tariff).

PPA Included Contract Indicator

Please contact your Commercial Services Representative with any Contracts questions.